

## **TAGGING PROPERTY**

(February 2016)

**2833**

Tagging an asset officially designates it as CAL FIRE property. The property decal tag must be affixed to the property immediately upon its receipt as noted in Section 2606.16 of the Material Management handbook.

<http://calfireweb/library/handbooks/2600/2606.pdf>

The property must be recorded in the internal Inventory Tracking System for tracking and inventory purposes.

[http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam\\_master/rev428/chap8600/8651.pdf](http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8651.pdf)

Refer to Section 2833.2 in this handbook for information on requesting property decal tags.

Applying Decal Tags: It is preferable that the property decal tag be placed on the front of the property so that it is in plain sight and visible for inventory purposes. Decal tags should be placed away from the area of normal wear through handling but visible to the operator. Clean the area to be tagged of any dust, dirt, or oil that would impair the adhesive before affixing the decal tag. If the decal tag does not stick to the item, it is permissible to stamp or etch CAL FIRE on it.

For intangible property tag placement, please see section 2820.3

Some types of property do not require a property decal tag; e.g., badges, weapons, cellphones, credit cards, ID cards. The recording of a serial number or another type of identification number associated with the particular property will be sufficient.

Removing a Decal Tag: Decal tags must be removed when the equipment is being surveyed or returned to the manufacturer for a replacement. When property is moved or transferred within the Department, the property decal tag shall be retained with property.

Lost or Illegible Decal Tag: Should a decal tag become lost or illegible, a replacement decal tag must be issued. Use a decal tag from the CAL FIRE office's own stock of tags to replace the missing or illegible tag. Update the internal Inventory Tracking System when a new decal tag is attached or assigned to the property.

## REQUESTING PROPERTY DECAL TAGS

2833.1

(February 2016)

Property decal tags can only be obtained from the SPC in BSO. A Material, Requisition, or Transfer (MRT form, F-72) is required to be submitted to the SPC for requesting property decal tags. Property decal tags issued will be green and number sequenced. Individual CAL FIRE offices **must not** purchase their own property decal tags; this will cause duplication of the numbering system.

Property decal tags come in lots of ten (10) decal tags per section. It is recommended you request in lots of ten on the MRT form (F-72); e.g. 10, 20, 30, 50, 80, etc., when placing a request for decal tags.

<http://calfireweb/library/forms/f72.pdf>

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